

From: Jacqueline Williams/R3/USEPA/US
Sent: 8/3/2012 10:16:16 AM
To: Joanna McDonald/R3/USEPA/US; Richard Fetzer/R3/USEPA/US
CC:
Subject: Fw: Invoice Approval Notification

FYI...

Jackie
Sent via BlackBerry

----- Original Message -----

From: Group FMC-Customer
Sent: 08/03/2012 12:57 AM AST
To: Jacqueline Williams
Subject: Invoice Approval Notification

This email is being sent to the Primary Approving Official for the invoice(s) referenced below, and a separate info copy is being sent to the Alternate. The Primary is responsible for invoice approval. The Alternate should only approve the invoice(s) in the absence of the Primary.

Please use the Electronic Approval System (EASYLITE - http://ofmint.rtpnc.epa.gov/fmc2_prv/easylite.welcome) to complete invoice approval as soon as possible and no later than the PO Due Date(s) listed below. If the approval is not received within 5 days of the due date, a reminder email will be sent to the Primary, Alternate and the Contracting Officer, all of whom are authorized to approve the invoice(s), if necessary, to comply with the Prompt Payment Act. If you have questions, contact our Customer Assistance Support Staff at 919-541-1148 or by email at GROUP FMC-CUSTOMER. You may also contact the payment technician for your contract.

PASSWORD INFO:

Access the link below if your password is locked, expired or forgotten - http://ofmint.rtpnc.epa.gov/fmc2/easypass.easypass_welcome. For further assistance with ID and PASSWORD info, contact Mary Autry at 919-541-1533 or Diane Harris at 919-541-7569.

Thank you for your prompt assistance.

Role: ALTERNATE APPROVING OFFICIAL
PO Due Date: 08/18/2012
Contractor: KEMRON ENVIRONMENTAL SERVICES, INC.
Contract/DO/Invoice: EPS30703/00035/SE1635-05F
Description: dimock residential groundwater site intersection of PA Rte 29 at 2024
Dimock, Susquchanna, PA 18847
Invoice Amount: \$21,142.02
Invoice Date: 07/27/2012
RTP-FC Received Date: 07/30/2012

